

## **ELBERFELD'S SCHEDULE**

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### **REGULAR DAILY BELL SCHEDULE**

***\*No student can be dropped off/enter the building before 7:45 a.m.***

7:45	Breakfast is served in the cafeteria
7:55	Students may enter the building
<b>8:05</b>	<b><i>Tardy Bell – All students are to be in their classroom</i></b>
10:30 -11:00	K-2 <sup>nd</sup> Grade Recess
11:00 -11:30	K-2 <sup>nd</sup> Lunch
11:20-11:50	3 <sup>rd</sup> -5 <sup>th</sup> Grade Recess
12:00-12:30	3 <sup>rd</sup> -5 <sup>th</sup> Grade Lunch
3:05	Dismissal

### **2-HOUR DELAY BELL SCHEDULE**

***\*No student can be dropped off/enter the building before 9:45 a.m.***

*No Breakfast served on a 2-hour delay*

9:55	Students may enter the building
<b>10:05</b>	<b><i>Tardy Bell – All students are to be in their classroom</i></b>
10:30 -11:00	K-2 <sup>nd</sup> Grade Recess
11:00 -11:30	K-2 <sup>nd</sup> Lunch
11:20-11:50	3 <sup>rd</sup> -5 <sup>th</sup> Grade Recess
12:00-12:30	3 <sup>rd</sup> -5 <sup>th</sup> Grade Lunch
3:05	Dismissal

# POLICIES

## ATTENDANCE/TARDINESS

Elementary school is where so many life-long habits are formed. We encourage prompt and consistent attendance. Accurate student attendance records will be kept for each student. Parents will be notified of each student's attendance by the regular report card.

All tardiness, excused and unexcused, are to be recorded on the report card. A student will be considered tardy if he/she arrives after the 8:05 a.m. bell and until 11:30 a.m., at which time it will be documented as 1/2 day of absence. A child must be present when attendance is taken to be counted present. **Parents should call the school** (983-4221) on the day of the student absence for any reason. Doctors' notes should be sent in as well. Doctor or dental appointments are excused absences.

**Excessive Absences/ Tardies** will be handled according to the WCSC policy which is located in your child's agenda book.

## ELBERFELD TARDY POLICY

Three Tardies - Contact made by homeroom teacher  
Five Tardies - Considered chronic – call or conf.  
Seven Tardies - Loss of recess. Teacher informs parents  
Ten Tardies - Letter sent home  
Eleven Tardies- Principal notifies Director of Student Services  
Thirteen + Principal notifies Director of Student Services and may notify outside agencies.

## ABSENCES/HOMEWORK REQUESTS

Absences are to be phoned in **by 8:30 a.m.** Otherwise, our Health Office will be contacting you to check on the student.

**Homework is to be requested when you phone in the absence.** Homework requests made *after 10:00 a.m.* cannot be guaranteed.

## ILLNESS

A student whose illness has included a fever must be fever free for **24 hours** before returning to school. Students should not return to school for **24 hours** after vomiting as well.

A student sent home with lice must be treated and re-checked in our health office before returning to class.

## DISMISSAL PROCEDURES & CHANGES

Please make sure your student is aware of their dismissal arrangements before they leave home in the morning. If you have to make dismissal changes that your child is not aware of, please

phone the office with those changes no later than 10:00 a.m. **To avoid confusion at dismissal time, dismissal changes will not be accepted after 2:30 p.m. unless it is due to an emergency.**

## Sudents staying for after school activities:

Kindergarten through 2nd grade will need to have written permission to stay after school for athletic events, Brownies, Girl Scouts, Boy Scouts or other school activities.

The Parent/guardian must provide written permission for their child to leave school (dismissal, for lunch, or appointment) with anyone other than the parent/guardian. The only instance in which a student would be released to anyone other than the parent is to the adults listed as emergency contacts on the emergency record in an emergency situation.

## EARLY DISMISSAL

When picking up students during the school day for an appointment, they must be signed out in the office.

***No students will be called out of the classroom*** until the person who is picking them up is in the office to sign them out. This will reduce the amount of classroom time missed.

## BUSING

School policy is that if a child regularly rides a bus, he/she will ride the bus home in the afternoon unless a note is sent to the teacher or a telephone call is received by our office. If two or more students are riding home together, we must receive a note/telephone call from parents of all children involved so that we can be assured that all parents are aware of the request.

## BOOK RENTAL

All book rental, art fees, and agenda book fees must be paid in full by the **first week of school**. If a textbook is lost, it is the responsibility of the student to pay the replacement cost. Damages to textbooks will also require reimbursement.

**Note:** Applications for meal and textbook assistance are available on line at <https://family.titank12.com>

## STUDENT MEALS/MEAL ACCOUNTS

*Please* review the WCSC food and nutritional Policy at: [www.warrick.k12.in.us](http://www.warrick.k12.in.us) and click on the Food and Nutrition tab on the top of the page.

**Meal Payments:** You may send cash or checks to the school for their meal account and the money will be deposited into their account. **Checks for the meal account must be separate from checks sent to the school for book rental/fees.** Please write in the memo portion of your check the child's name and what the check is for. This will help us ensure that the money is put to proper use. **Note:** Please try to keep your student's account balance current. If a student's account reaches negative \$20.00, the student will be served a sack lunch until balance is paid. To read the full policy, please visit the following website: [www.warrick.k12.in.us](http://www.warrick.k12.in.us) .

**Pre-Payments:** You can make pre-payments to your student's account anytime using your VISA or Mastercard (credit or debit) online through <https://family.titank12.com> These payments are automatically credited to your child's account. A \$2.50 processing fee applies for online payments.

**Check Account Balances:** Balances and transactions can be *checked online at no charge* at <https://family.titank12.com> Parents who would like to have lunch with their student must call the office by 9:00 to place their order.

*No outside food or drinks allowed.*

## CHANGES IN STUDENT INFORMATION

*Please notify the school office IMMEDIATELY if any information on the student's emergency record changes during the school year.* This includes change of address, phone number, parent's employment, emergency phone numbers, or people allowed to pick up the student.

## FIELD TRIPS & CHAPERONES

Educational Field trips are planned for students. These chaperoned trips are held during the school day with transportation provided. We appreciate how willing our parents are to help when parent chaperones are needed for a field trip. Unfortunately, we are unable to allow siblings or other children to accompany chaperones and students attending field trips due to liability and scheduling reasons. [*Please note that not all field trips require parent chaperones. School personnel*

*will provide supervision on trips without parent chaperones.*] All chaperones must follow Elberfeld's Dress Code when accompanying a class.

**Before a parent or relative is allowed to chaperone a field trip, a Criminal History form must be filled out and signed.** Parental permission forms must be completed before a child can attend a field trip. Remember, everyone is representing Elberfeld. Students are to use the transportation provided by WCSC to and from the event. No student will be allowed to leave with his or her parents from the trip unless approved by the principal. ***All chaperones will need to fill out a limited criminal history check prior to the field trip. These forms may be found in the school office and are at no cost to the parents.***

## DRESS CODE

Dress Code at Elberfeld is consistent with Warrick County School Corporation Dress Code in that no clothing is to be worn that can be considered a disruption to the educational process. This policy includes wearing clothing that displays alcohol or tobacco products or have suggestive printing on them, hats worn in the building, or clothing that is considered by the administration to be in poor taste. Any extreme clothing, hair (**such as Mohawks or colored dyed**) or jewelry that interferes with normal educational functions is prohibited. Clothing that displays holes (ripped clothing) baring skin is not permitted.

-All students are required to wear foot wear that permits safe movement. (Summer wear shoes must have some type of heel strap to ensure safety).

-Shorts and skirts should be longer than your fingertips if your arms are held straight down by your side. Shorts worn over other clothing must still meet the dress code length requirement.

-No bare midriffs allowed. Spaghetti straps prohibited in grades 3 –5.

## GUM

Gum chewing will not be permitted at school.

### **BIRTHDAY TREATS FOR CLASSROOM**

Please notify the teacher in advance of when you would like to send treats in for their classroom.

**All treats** brought in for a student, whether for a birthday or any other reason, **must be left in the office**. The office staff will then notify the teacher that the treats are in the office and at the teacher's convenience will be passed out to the students.

Treats **must** be pre-packaged or purchased bakery items.

**Birthday Treats:** The Food & Nutrition Department is now offering to help provide the treats for the birthday boys/girls. Details on this offer can be picked up in the school office.

### **BALLOONS, FLOWERS, ETC.**

Due to the distraction that deliveries of flowers, stuffed animals, balloons, etc. cause in the classroom, absolutely **no** deliveries will be taken.

### **TOYS/ELECTRONIC DEVICES FROM HOME**

No toys from home are to be used at school. [Please see E-Reader section for that information] The toys/devices that are not allowed could include balls, handheld video games, cd players, ipods, rubic cubes, fidget spinners, etc. Unless the principal has given you other instructions, please have students keep these items at home. The school is not responsible for any of these items being lost, traded, or stolen.

### **E-Readers:**

If you bring an e-reader (Kindle, Nook, etc.) on campus, it is your responsibility to care for it. Parents will be asked to sign an Acceptable Use Policy/Parent Permission slip at the beginning of each school year.

### **AGENDA BOOK**

The daily use of the Agenda Book is an invaluable tool in helping students organize their time and efforts. It can also enhance communication between school and home. ***Please check your child's agenda book each night.*** It gives parents an opportunity to review, on a regular basis, their child's work. Teachers will instruct students in how to use the book in their classrooms. Requirements may vary slightly from teacher to teacher. Misuse of the Agenda Book will result in

a classroom rule violation and discipline will be taken by the teacher.

Every student will be issued an Agenda Book. The \$5.00 cost of the Agenda Book is included in the Textbook Rental and fees. If lost, the student will have to pay another \$5.00 fee for replacement.

### **SCHOOL VISITORS**

The faculty and staff at Elberfeld welcomes parents, guardians, and other interested members of the community to visit our school. Visitors are **required** to register in the school office and receive a visitor's badge when entering the building. Please **do not** go directly to your child's room. Meeting with the teacher should occur **by appointment**.

### **SAFETY/SECURITY**

For the security and protection of the students, faculty, and staff, the following safety measures are in place at Elberfeld:

#### **Inside**

- Only the Main Entrance doors are unlocked after 8:05 a.m.
- All other doors are kept locked.
- Visitors may only exit the building through the Main Entrances.
- All visitors/parents must sign in and out in the office.

#### **Outside**

- No parent cars are permitted in the bus parking lanes to drop-off or pick-up students.

### **PHYSICAL EDUCATION**

All students will have physical education. Students will need one pair of gym shoes/rubber sole shoes to wear in physical education. If your child is unable to take physical education, he/she must have a doctor's statement on file in the school office stating the specific length of time he/she is unable to participate. Otherwise, grades may be affected.

## **REPORT CARDS & PROGRESS REPORTS**

Each student will have a report card to bring home the week following the end of a grading period. Warrick County issues report cards on a nine week grading system. A progress report is issued mid-way between any two report card dates to update parents on their child's progress.

## **COMMUNICATION FOLDERS**

Every student is provided a take home communication folder that is used to build effective communication between school and home. Completed and graded papers as well as papers to be finished will be located inside the red folder.

## **RECESSES**

All students have at least one recess period per day. Please ensure that students are dressed appropriately for the weather when they come to school.

*No outside recess with temperature or wind-chill Less than 20 degrees*

*Max of 15 minute recess with temperature or wind-chill between 20-31 degrees.*

*30 minute recess with temperature or wind-chill 32 degrees or above.*

Any deviation from this procedure will receive consideration if-

1. A doctor issues a statement indicating the necessity for a child to remain in the building.
2. A parent sends a note each day requesting that a child is to remain inside due to illness.

Please do not abuse the privileges stated above.

***Keep in mind that the teachers have playground supervision and cannot supervise children left in the building at the same time.***

## **PHONE CALLS/CELL PHONES**

Students are permitted to use the office telephone **only** for teacher directed activities and emergencies. Teachers or students will not be called out of class to accept telephone calls, except in cases of emergency. Messages will be delivered or the one being called will be notified to call back. Cell phones are not permitted at school. Any cell phone being utilized during school hours will be confiscated by the principal and parents will be allowed to pick-up the phone after school. The school is not responsible for any damaged, lost, or stolen cell phone.

## **LOST AND FOUND ITEMS**

**Label Items:** Please label any items your student will be bringing to school (i.e. jackets, lunch boxes, shoes, backpack) with the student's name. Valuable clothing and articles are found at Elberfeld Elementary each year and never claimed. Encourage your child to check with his/her teacher and the office if they have lost something. Items in lost and found will be publicly displayed a couple times throughout the year. Those items not claimed by the end of the year will be donated to charity.

## **ELEMENTARY SPORTS**

The following sports are offered at Elberfeld Elementary:

5<sup>th</sup> Grade Girls: Volleyball, Basketball & Track

4<sup>th</sup> Grade Girls: Track and (Volleyball & Basketball, if not enough fifth grade girls)

5<sup>th</sup> Grade Boys: Track & Basketball

4<sup>th</sup> Grade Boys: Track and (Basketball, if not enough fifth grade boys)

\*Also, there is a Pep Squad for 4<sup>th</sup> & 5<sup>th</sup> grade girls during Boys' Basketball season.

**Written Permission** will be required from a parent/guardian for K-2 students to stay after school for athletic events. This permission can be written in his/her agenda book. Please make these arrangements with your student **prior** to dropping them off in the morning for school.

**Athletic Admission Prices** are as follows:

Students: .50 cents

Adults: \$2.00 (no more than \$5.00 per family)

## **Athletic Eligibility/Participation**

Students participating in any type of elementary athletic program/extracurricular activity will be declared ineligible to participate if the student receives an F in any subject area or a U in conduct on his/her midterm or nine week grading card. Either the midterm or nine week report card will be utilized to regain eligibility. Students must be in attendance at least ½ the school day in order to participate in extracurricular activities after school.

## SPECIAL PROGRAMS

**Student of the Month** – Elberfeld Elementary School recognizes students who display exemplary citizenship in the classroom, complete all assignments on time and meet all teacher standards in regard to behavior and expectations. At the end of each month, the classroom teacher will select a student. The student will receive a certificate and special recognition for being selected as “student of the month”.

**B.U.G.** – Elberfeld recognizes students who are working hard to bring up their grades in school. A student receives a B.U.G. (Brought Up a Grade) award when he/she brings up a grade in any subject areas graded on the report cards, **and** does not have any grades drop from one 9-weeks grading period to the next. Work habits and conduct do not apply for the B.U.G. award.

**Perfect Attendance** - This award is awarded to students who had perfect attendance the entire school year.

**Honor Roll** – Elberfeld Elementary recognizes students that excel in academic areas as well as their overall conduct and work habits. The Principal’s A Honor Roll and the A/B Honor Roll are established each nine weeks.

To be eligible for the “**Principal’s A Honor Roll**” a student in grades 3 -5 must achieve all A’s, S’s (no S-) in any subject, conduct/work habits area. (Handwriting grade excluded for 3<sup>rd</sup> grade).

To be eligible for the “**A/B Honor Roll**” a student in grades 3 – 5 must achieve all A’s, B’s, S’s (including S-, or I.) in any subject, conduct/work habits areas. (Handwriting grade excluded for 3<sup>rd</sup> grade).

Conduct:

**Any student receiving a N/U in the general ed classroom as well as Art and Music will not be eligible for either Honor Roll.**

## INCLEMENT WEATHER CAUSING POSSIBLE DELAYS OR CANCELLATIONS

During inclement weather and the question of school closings or delays, please **listen to local radio and TV stations**. **Do not** try to call the schools. Personnel will be out early to assess the road conditions county wide and will attempt to make a determination by 5:45 a.m. Local media will be called by 6:00 a.m. to report any delay or cancellation. ***If the Warrick County School Corporation is not listed, then we will be on a regular schedule for that day.*** Please continue to monitor the media while preparing for school in case weather conditions change and there is a last minute delay or cancellation. Typically delays will be two hours. Please have in place and discuss with your children and your bus driver alternate plans for delays and/or early dismissals. This is especially important if your children are to go somewhere other than home.

**The stations listed** at the bottom of this memo are the ones contacted by the Warrick County School Corporation.

### Television

WTVW 7  
WFIE 14  
WEHT 25  
WEVV 44

### Radio FM

WJLT (105.3)    WITZ (104.7)  
WYNG (94.9)    WQKZ (98.5)  
WGBF (103.1)    WRAY (98.1)  
WDKS (106.1)    WBKR (92.5)  
WKDQ (99.5)    **Radio AM**  
WIKY (104.1)    WOMI (1490)  
WJPS (93.5)    WVJS (1420)  
WABX (107.5)    WBNL (1540)  
WYXY (107.1)  
WSTO (96)

## DAILY RULES & REGULATIONS

All students at Elberfeld Elementary are expected to comply with the following rules:

- 1) Respect for ALL school personnel must be exhibited at all times by the students. Willful disobedience by a student, however expressed to any person supervising students, will be considered insolence or insubordination and may result in serious disciplinary action.
- 2) Any behavior by a student that interferes with the rights of other students to receive an education or which interrupts the educational process is strictly prohibited.
- 3) Fighting on school grounds during school hours, on the way to and from school, or while attending school functions is strictly prohibited.
- 4) No running, pushing or other boisterous activity are permitted in the school at anytime.
- 5) Any student knowingly possessing, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind: (a) on school grounds during and immediately before and after school, (b) on school grounds at any other time when the school is being used by any school group, or (c) off school grounds at a school activity, function or event may be expelled from school, subject to the individual's rights for due process under Public Law 128.

Students must treat **school property** with respect and abide by the rules and regulations governing the daily operations of the Elberfeld Elementary School:

- 1) The possession of cigarettes, cigars and tobacco product or smoking paraphernalia is strictly prohibited.
- 2) Chewing gum is **not** permitted.
- 3) Hats or caps are **not** to be worn in the building.
- 4) Getting a drink and using the restroom should be done in a quiet and orderly manner.
- 5) Gambling or games of chance are prohibited.
- 6) Public displays of affection are prohibited.
- 7) Gym shoes **must** be worn on the gym floor during recess and P.E. classes.

8) Students may **not** use the drink machine during school hours. Students are **not** allowed to bring soft drinks to school and are **not** allowed to have them on the school bus.

9) Honor and respect to the American flag should be displayed at all times.

10) Pajamas **are not** considered appropriate for regular school functions. Pajamas are not to be worn to school.

**NOTE:** All rules and regulations are applicable to all students attending extra-curricular events, field trips or other school-related functions.

## DISCIPLINE POLICY

Elberfeld Elementary School administers discipline on a consistent basis with clearly stated expectations for proper behavior. Students can expect fair reprimands or consequences for violations of standards and rules. A list of consequences and suggested disciplinary levels are listed in the Warrick County Student Handbook/Agenda Book (*pages 18 – 20*). The school reserves the right to address any other forms of misconduct not listed on the charts and may apply any reasonable penalty in response to the particular misconduct. Teachers and principals may select and administer a consequence for student misconduct at any suggested disciplinary level (*page 18 in student agenda book*) at their discretion.

## BUS INCIDENT POLICY

1<sup>st</sup> incident – Student warned by driver

2<sup>nd</sup> incident – Conference with driver

3<sup>rd</sup> incident - Student assigned seat/parent called

4<sup>th</sup> incident - One day bus suspension

5<sup>th</sup> + incident's - Student sent to principal